

STEP BY STEP INSTRUCTIONS FOR ONLINE REGISTERING

Please note – everyone is required to have an FFA Number and Password to register as a player.

1. Go to My Football Club website – www.myfootballclub.com.au
2. Click on REGISTER NOW
3. Click on PLAYER REGISTRATION
4. There is 3 parts to this section (here you will see a series of 3 questions which you will need to determine which step you are required to click on first)–

(a) If you already know your FFA Number, then click on the top question where it says “Click here to proceed to the login pages” – you will need to retrieve a password from here.

This will now open up another page, type in your FFA Number, then click on NEED A PASSWORD, then login.

This will take you to another page, again type in your FFA Number and email address (use your email address from last year that you put on the forms), then click on RESET PASSWORD.

Box should appear saying Success that they match.

An email will now be sent to you, with your Password to login into registering.

If your details don't match, click on VALIDATE ACCOUNT

Type in First Name, Last Name, DOB, Postcode and Last Known Club

Click on CHECK DETAILS

If your details still don't match go to step 4 (c) and create a new account.

(b) The second question, where it says I have registered before and need to find my FFA Number, click on the middle question where it says “Click here to proceed” – this will open up another page so that you can find your FFA Number.

Type in First Name, Last Name and Date of Birth and click SEARCH. Your number will come up below. (If you have played in the last 5 years you should have an FFA Number appear. There are some players that have played last Season or previous Seasons and their FFA numbers have not appeared, so they will have to go and do step 4(c) and get a **NEW** FFA number)

Once you have your FFA Number, go back and do step 4 (a) to retrieve a password.

(c) The third question, I have never registered before – **THIS WILL BE FOR NEW PLAYERS THAT HAVE NEVER PLAYED FOOTBALL BEFORE** – click where it says “Click here to create an FFA Account”.

A new page will open up, accept the terms and conditions and click NEXT.

Fill in all the details as required and click on CREATE ACCOUNT. This will create a new account and your new FFA Number and password will be emailed to you, you can now go to step 6.

5. Once you have your FFA Number and password (this was emailed to you), you can now Register Online.

6. Click back on the first question as per step 4 (a). Type in your FFA Number and password and click LOGIN.

This will now take you to Participation Registration.

Where it says "Members" your FFA Number, Name and Date of Birth will appear, click on REGISTER NOW

Please check that all details are correct and fill in any necessary lines that are empty.

Once completed, click on PROCEED WITH REGISTRATION

7. A new box appears titled Add Registration

Type in the Club name you are registering with

Selection Registration i.e. Player

Select the Package

Click on ADD

Under Roles – it now comes up with your package fee (this is the amount that will be required to be paid at sign ons)

Click on NEXT

8. Terms and Conditions page comes up – these are required to be ticked that you have read them before you are able to proceed to the next step

Once you have accepted the Terms and Conditions click on NEXT

9. Invoice/Registration Details appear – You will have an option either to

(a) Invoice Me – which this invoice will be sent to your email address and then you are required to bring to sign on.

(b) Pay Now – for those Clubs that are offering online payments.

You will be required to choose one of these options. Some Clubs will only have Invoice Me option ONLY.

10. Additional Questions page comes up (if applicable for your Club) – answer the questions as they appear. When finished, click on SAVE ALL ANSWERS

11. This will now take you to Registration Complete – your registration is complete and should state it is awaiting approval by the Club Registrar.

NOTE – Approval is not given to any registration until payment has been made.

Click on CLOSE

12. You will now be back at Participation Registration – you should now see

(a) Under My Registrations – details for 2012 should appear with status, invoice number and valid to and from.

(b) My Invoices – with number, status and date

13. Click LOG OUT up the top.

14. Check your emails for Registration Invoice (if applicable) – this is required to be printed out and brought to sign ons.